

Code of Conduct

Teaching staff

SOPAN's Suvidya College of Special Education has certain expectation from each of its employees and expects that the code of conduct given below will be adhered by everyone:

1. Cooperate and collaborate with your employees
2. Maintain professional relationship with employees senior/junior to you
3. Complete your job responsibilities (e.g. assessment, program planning, reporting etc.) within timeline given
4. Be responsible for the cleanliness and organization of the workplace
5. Be responsible for the maintenance and safety of the material and equipment used by you.
6. Communicate with students and their families professionally
7. Report any incident of concern to the principal and the Director
8. Respect the right and dignity of the student in expressing his/her opinion.
9. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
10. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
11. Inculcate scientific, progressive and rational outlook

Disciplinary action:

Repeated noncompliance and violation of rules will entail the following actions from the Management

1. Work Contract will not be renewed
2. Annual increment may be withheld
3. Termination without notice

Non-teaching staff

SOPAN's Suvidya College of Special Education has certain expectation from each of its employees and expects that the code of conduct given below will be adhered by administrative staff:

1. The administrative staff must maintain high standards of honesty, punctuality and professional ethics
2. They should work within the institutional policies, practices, to satisfy the vision and mission of the institute
3. They should be properly aware of the duties, responsibilities and limitations of their posts. They should properly study the pros and cons of the work so that they could facilitate the requirements of the teaching staff, general administration and students.
4. The staff should cooperate and collaborate with colleagues and external agencies, necessary to support the development of the college.
5. The administrative staff should maintain the decorum, dignity and curtsy in their speech and behaviour. They should imbibe skill of tactful communication. They should follow the maxims of cooperation and politeness in their verbal and non - verbal communication.
6. Administrative staff should act in a professional and congenial manner towards colleagues, irrespective of their related position, gender or status within the institutional hierarchy.
7. The administrative staff should maintain harmonious relations with other staff and students
8. The administrative staff should maintain confidentiality in conduct of examination and any other policy related information, unless asked to reveal by the institutional authority.
9. The administrative staff must strictly follow directions and instructions of the authority. It should constructively contribute towards the development of college and students. It should maintain sanctity of academic environment.
10. The administrative staff should properly maintain records of respective portfolio.
11. The administrative staff should make effort for the continuous development through training programme, workshops and skill development activities.
12. The administrative staff should respect and maintain the hierarchy in the administration. They should be sensitive in following the norms of protocol in the institute.

Disciplinary action:

Repeated noncompliance and violation of rules will entail the following actions from the Management

4. Work Contract will not be renewed

5. Annual increment may be withheld
6. Termination without notice.